

WISCONSIN DEPARTMENT OF ADMINISTRATION

**Division of Housing**  
housing.wi.gov

**COMMUNITY DEVELOPMENT  
BLOCK GRANT FOR  
PUBLIC FACILITIES (CDBG-PF)  
AND PLANNING (CDBG-PLNG)**

**APPLICATION TRAINING**

**February 25, 2015: Department of Administration,  
Madison, WI**

**March 4, 2015: Northcentral Technical College,  
Phillips, WI**

# AGENDA

- I. Welcome & Introductions
- II. CDBG Program Overview
- III. CDBG Program Eligibility and Applicant Criteria
- IV. CDBG Program Requirements
- V. CDBG-PF Program:
  - Program Overview & Funding
  - Application Timeline & Review Process
  - Eligibility and Applicant Criteria
  - Application Form & Scoring
  - Application Attachments
- VI. CDBG Income Survey Guidance
- VII. CDBG Planning Program:
  - Program Overview & Requirements
  - Application Form & Scoring Criteria
- VIII. Questions & Closing Remarks

# INTRODUCTION:

## DEPARTMENT OF ADMINISTRATION STAFF

- February 25, 2015 (Madison, WI)
  - Tom Clippert, Director, Bureau of Community Development
  - Angela Davis, Grants Specialist – Advanced
  - Dave Pawlisch, Grants Specialist – Advanced
- March 4, 2015 (Phillips, WI)
  - Tom Clippert, Director, Bureau of Community Development
  - Angela Davis, Grants Specialist – Advanced
  - Dave Pawlisch, Grants Specialist – Advanced
- Other Staff:
  - Colette Brown, Grants Specialist – Advanced
  - Ben Hsuborger, Grants Specialist – Advanced
  - Frank Frassetto, Grants Specialist – Advanced
  - Mark Staff, Grants Specialist – Advanced
  - Joanna Storm, Grants Specialist – Advanced
  - Deb Wegner, Grants Specialist – Advanced
  - Mark Williams, Grants Specialist – Advanced

# INTRODUCTION: TRAINING GOALS

- Inform potential applicants about the CDBG-PF & CDBG-PLNG programs
- Explain the CDBG-PF and CDBG-PLNG program application submission and review processes
- Explain the application requirements and contents of the application packets
- Answer questions

# CDBG PROGRAM OVERVIEW

- The Community Development Block Grant (CDBG) program is a federal formula-based grant program administered by the federal Department of Housing and Urban Development
- Created in 1974 through the passage of Title 1 of Housing and Community Development Act
- Governed by rules set forth in the Code of Federal Regulations (24 CFR 570)

# CDBG PROGRAM OVERVIEW (CONTINUED)

- Program purpose = the development of viable communities through the provision of decent housing, a suitable living environment, and the expansion of economic opportunities, principally for the benefit of low to moderate income (LMI) persons
- LMI Threshold = Less than 80% of the area median income as determined by HUD
  - <http://www.hud.gov/offices/cpd/systems/census/lowmod/>

# ELIGIBILITY CRITERIA

- Applicant must be a non-entitlement Unit of General Local Government
- All projects must meet a CDBG National Objective
- Project costs must be eligible for CDBG funding and applicant must meet the minimum match requirements
  - CDBG-PF Grant Maximum Award = Up to \$500,000 or 50% of project costs, whichever is less
  - CDBG-PLNG Grant Maximum Award = \$25,000

# ADDITIONAL APPLICANT CRITERIA

- Citizen Participation
  - Must have Citizen Participation Plan
  - Must have pre-application Public Hearing, with hearing notice, minutes and/or Citizen Participation Certification, sign-in sheet(s)
- Authorizing Resolution by Municipality & Certifications from Chief Elected Official
- Compliance with Prior CDBG Awards
- UGLGs that have received a CDBG-PF award in 2014 are not eligible to apply in 2015.



# ADDITIONAL APPLICANT CRITERIA (CONTINUED)

- Must be able to accept award and proceed with negotiating the grant agreement according to the 2015 Annual Grant Cycle timeline
  - Please consider passing a resolution during the application preparation process (ahead of time) for grant approval/acceptance rights to your Chief Elected Official on behalf of the UGLG in the event that your application is awarded CDBG funds

QUESTIONS?

# CDBG PROGRAM REQUIREMENTS

# CDBG PROGRAM REQUIREMENTS

- Each community that receives an award will be required to attend an implementation training session
  - Training sessions will be held after award announcements are made
  - Training dates and times will be published on the website
- Awards will be contingent on communities completing required pre-grant agreement requirements
  - Each community will be assigned to a Grants Specialist to assist with this process
  - Updated Implementation Manual will be published on DOA's website
- All grantees must execute a grant agreement with DOA
  - It is the responsibility of the community to ensure the terms and conditions of the agreement are met
  - Non-compliance may result in payback of funds
  - Grant agreements will specify required reporting deadlines and project milestones

# CDBG PROGRAM REQUIREMENTS (CONTINUED)

- Procurement Requirement Highlights  
(Handbook, Chapter 3, p. 2-4; 24 CFR Part 85.35-.36)
  - Applicant may procure the professional services of one or more consultants to assist with grant application, implementation, and/or administration
  - Method of procurement for professional services must promote “free and open competition” and comply with State CDBG program competitive procurement requirements, if the services are paid in whole or in part with CDBG funds (***grant application costs cannot be included in CDBG project budget or paid with CDBG funds***)

# CDBG PROGRAM REQUIREMENTS (CONTINUED)

- Procurement Requirement Highlights (continued)  
(Handbook, Chapter 3, p. 2-4; 24 CFR Part 85.35-.36)
  - Use of Regional Planning Commissions for professional services does not require competitive procurement – exception allowed for RPCs as quasi-governmental organizations
  - Refer to the CDBG Implementation Handbook on Division of Housing Bureau of Community Development website for further guidance  
<http://www.doa.wi.gov/Divisions/Housing/Bureau-of-Community-Development/CDBG-PF-Program-Overview/#handbook>

# CDBG PROGRAM REQUIREMENTS (CONTINUED)

- Financial Management
  - Grant recipients must establish a financial management system with appropriate controls
  - Must establish separate, non-interest bearing account for CDBG funds
- Environmental Review
  - Environmental Review must be complete prior to the start of construction.
- Grant Disbursements
  - With DOA approval, some costs may be incurred after date of award, but prior to execution of the Grant Agreement
  - Minimum \$5,000 per request (unless final request)
  - Grantee must disburse CDBG dollars from the separate, non-interest bearing account

QUESTIONS?



# CDBG PUBLIC FACILITIES (CDBG-PF) PROGRAM

# CDBG-PF PROGRAM OVERVIEW & FUNDING

- Administered by the Department of Administration – Division of Housing, Bureau of Community Development
- Eligible communities may be awarded grants of up to \$500,000 to support infrastructure and facility projects such as:
  - Water and Sewer Line Upgrades
  - Neighborhood Facilities
  - Street Improvements
  - Drainage Systems
- CDBG-PF awards are made through an annual competitive process
- 2015 CDBG-PF: Approximately \$4.9 to \$8.9 million available

# **TIMELINE:**

## **2015 ANNUAL CDBG-PF GRANT CYCLE**

| <b>APPLICATION PROCESS:</b>                                 | <b>TARGET/DUE DATE(S):</b>           |                              |
|---|--------------------------------------|------------------------------|
| <b>Applications Available</b>                               | Tuesday                              | February 24, 2015            |
| <b>Application Training #1</b>                              | Wednesday                            | February 25, 2015            |
| <b>Application Training #2</b>                              | Wednesday                            | March 4, 2015                |
| <b>Applications Due to DOA</b>                              | Friday @ 4pm                         | May 22, 2015                 |
| <b>Award Letters</b>  | Week of August 7, 2015               |                              |
| <b>Implementation Training #1</b>                           | Wednesday & Thursday                 | September 23-24, 2015        |
| <b>Implementation Training #2</b>                           | Wednesday & Thursday                 | September 30-October 1, 2015 |
| <b>Grantee Acceptance of Award</b>                          | Friday                               | October 2, 2015              |
| <b>Grant Agreements Drafted, Negotiated, &amp; Executed</b> | September 7, 2015 - January 30, 2016 |                              |

# TIMELINE:

## CDBG-PF APPLICATION REVIEW PROCESS

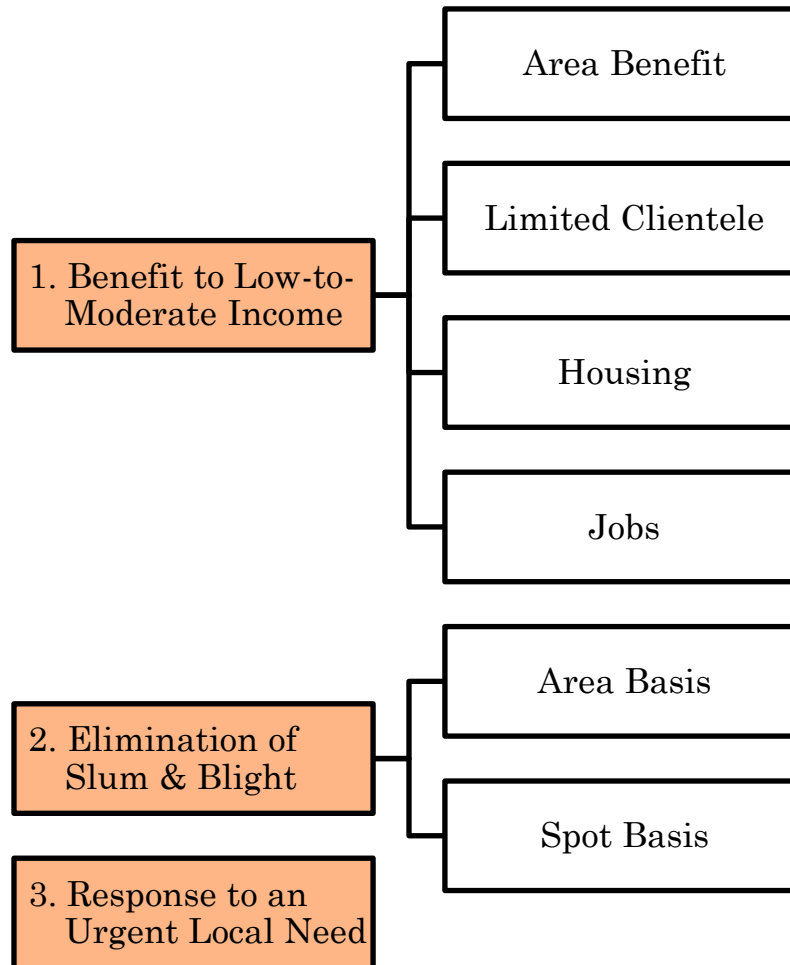
- Applications will be ranked and scored by a panel of experienced reviewers
- Funds will be distributed geographically as per HUD regulations and the DOA's Annual Action Plan
- If additional funding becomes available through a community declining an award or other factors, additional grants may be awarded based on applicant rankings
- Appeals must be made within thirty (30) days of receiving notification of the denial

# CDBG-PF ELIGIBILITY:

## NATIONAL OBJECTIVE QUALIFICATION – MUST MEET 1 OF 3 OBJECTIVES

### PLEASE NOTE:

Projects that meet the Low-to-Moderate Income (LMI) National Objective will be given the **highest priority** for receiving grant awards.



# CDBG-PF ELIGIBILITY: ELIGIBLE AND INELIGIBLE ACTIVITIES

- CDBG funds must be used for one or more “eligible activities” enumerated in section 105(a) of Title 1 of the Housing and Community Development Act of 1974

| Examples of CDBG Eligible Activities                     | Examples of Ineligible Activities  |
|--|------------------------------------|
| Acquisition  | General Government Expenses        |
| Demolition and Clearance                                 | Purchase of Equipment              |
| Street Construction and Expansion                        | Operating and Maintenance Expenses |
| Rehabilitation   | Engineering **                     |
| Reconstruction   |                                    |
| Community Facilities (i.e. community centers, libraries) |                                    |
| Architectural Barrier Removal                            |                                    |
| Storm Sewer  |                                    |

\*\*Engineering costs can be counted toward a Community’s match requirement.

# ADDITIONAL CDBG-PF APPLICANT CRITERIA

- Completion of pre-construction activities within 6 months of the award date and completion of the project within 24 months of the award date must be deemed reasonable feasible

QUESTIONS?



# **CDBG PUBLIC FACILITIES (CDBG-PF) APPLICATION**

# 2015 CDBG-PF APPLICATION

- Part 1 – Grant Request
  - Applicant's Non-Local Match
  - Project Title
  - Brief Project Description
  
- Part 2 – Applicant Information
  - Application Contact Person
  - Previous CDBG Assistance

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ○ Part 3 – Initial Eligibility

| PART 3 – INITIAL ELIGIBILITY  |                          |
|---|--------------------------|
| Provide or acknowledge the following to demonstrate initial application eligibility:  |                          |
| <b>Yes</b>  | <b>No</b>                |
| <input type="checkbox"/>  | <input type="checkbox"/> |
| 1. Acknowledge that the applicant is a non-entitlement community that does not receive CDBG funds directly from the Department of Housing and Urban Development (HUD).  |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> |
| 2. Applicant's Citizen Participation Plan is attached.  |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> |
| 3. Documentation of the first public hearing notice published in the newspaper, verifying that the public was given a minimum of 2 weeks (14 days) advance notice of the public hearing, is attached.   |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> |
| 4. Public hearing meeting minutes or Citizen Participation Public Hearing Certification is attached.  |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> |
| 5. Public hearing sign-in sheet(s) is attached.   |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> |
| 6. Applicant's authorizing resolution is attached.  |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> |
| 7. Statement of Assurances is attached.   |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> |
| 8. Lobbying Certification is attached.  |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> |
| 9. Potential Fair Housing Actions are attached.   |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> |
| 10. Acknowledge that if the applicant's project is funded, the applicant will be required to complete an environmental review <b>before</b> the unit of general local government begins construction and can receive grant funds.   |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> |
| 11. If this project is funded, I/we acknowledge that professional services for grant administration will be properly procured in compliance with Federal, State, and local requirements.  |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> |
| 12. Applicant certifies it is <b>not</b> on the federal debarment list (found at: <a href="http://www.sam.gov">www.sam.gov</a> )  |                          |
| <hr/> <b>By initialing, the Chief Elected Official (CEO) certifies that the eligibility information noted above is complete and accurate.</b>   |                          |
| <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"><i>Briefly describe your process for procuring a grant administrator and explain how it complies with Federal, State, and local procurement requirements (not applicable if community staff will perform grant administration duties):</i></div> |                          |
| <b>Contact the Bureau of Community Development if any answer in this section is "No"</b>  |                          |

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ○ Part 4 – National Objective

| PART 4 – CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES  |  |
|---|--|
| Will the proposed project benefit the entire community?   |  |
| <input type="checkbox"/>  | Yes  |
| <input type="checkbox"/>  | No: How many individuals will benefit from the project? <input type="text"/>   |
| Of those who will benefit, how many individuals meet the qualification of LMI? <input type="text"/>     |  |
| 1.→ Which CDBG National Objective does your proposed project meet? (Answer using the checkboxes below.) |  |
| 2.→ What method was used to demonstrate National Objective compliance?                                  |  |
| <input type="checkbox"/>  | Benefit to Low- and Moderate-Income Persons  |
| <input type="checkbox"/>  | Area Benefit using Census Data (Attach Census Tract/Block Data Summary for area coinciding with project service area)                        |
| <input type="checkbox"/>  | Area Benefit using Survey Data (Attach complete Survey Documentation)  |
| <input type="checkbox"/>  | Limited Clientele - HUD presumed group: <input type="text"/><br>(or if based on nature of project and location, provide justification below) |
| <input type="checkbox"/>  | Prevention/Elimination of Slum and Blight  |
| <input type="checkbox"/>  | Area Basis (Attach completed Slum and Blight Certification Form & supporting documents)  |
| <input type="checkbox"/>  | Spot Basis (Attach completed Slum and Blight Certification Form)   |
| <input type="checkbox"/>  | Urgent Local Need (Provide justification below)  |
| <b>Briefly explain:</b>   |  |
| 1.→ How the project will meet the National Objective selected above, and                                |  |
| 2.→ The method by which the project will qualify, and   |  |
| 3.→ The information and data available to document compliance.  |  |
| Limit your narrative to one page with not less than a 12-point font.                                    |  |

# DOCUMENTING BENEFITS TO LOW- AND MODERATE-INCOME (LMI) PERSONS

| National Objective | Required Supporting Documentation  |
|--------------------|--|
| LMI – Area Benefit | <ul style="list-style-type: none"><li>• Boundary map of service area</li><li>• Documentation that the service area is primarily residential (e.g., zoning map)</li><li>• Community or census tract income characteristics (Refer to HUD Non-Entitlement Census Estimates – FY2014 LMISD Effective 07/01/2014, based on 2006-2010 American Community Survey, is posted on HUD Exchange website:<br/>Local Governments:<br/><a href="https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-local-government/">https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-local-government/</a><br/>Census Block Groups:<br/><a href="https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-block-groups-places">https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-block-groups-places</a></li></ul> |

# DOCUMENTING BENEFITS TO LOW- AND MODERATE-INCOME (LMI) PERSONS (CONTINUED)

| National Objective      | Required Supporting Documentation   |
|-------------------------|---|
| LMI – Survey Data       | <ul style="list-style-type: none"><li>• Boundary map of service area</li><li>• Map of survey area with number of residential units identified</li><li>• Population of the service area</li><li>• Survey Instrument</li><li>• Methodology</li><li>• Calculations Reported on Income and Demographic Tabulation Sheets, provided in Income Survey Guide</li></ul> |
| LMI – Limited Clientele | <ul style="list-style-type: none"><li>• Documentation that the activity provides benefits to a particular group presumed by HUD to be made up of principally LMI persons (see pages 16-17 of PF Application Instructions)</li></ul>   |

# DOCUMENTING PREVENTION/ELIMINATION OF SLUM AND BLIGHT

| National Objective   | Required Supporting Documentation   |
|--|---|
| Prevention/<br>Elimination of<br>Slum & Blight –<br>Area Basis | <ul style="list-style-type: none"> <li>Completed and signed Slum &amp; Blight Certification &amp; Compliance Form</li> <li>Formal designation by community declaring the area as slum/blight</li> <li>Documentation that 25% or more of properties in the area meet certain conditions specified by HUD (see page 17-18 of PF Application Instructions)</li> <li>Documentation that the proposed project activity address one or more of the factors that contributed to the condition of the area</li> </ul> |
| Prevention/<br>Elimination of<br>Slum & Blight –<br>Spot Basis | <ul style="list-style-type: none"> <li>Completed and signed Slum and Blight Certification &amp; Compliance Form</li> <li>Documentation that CDBG funds will be used for one of more of the eligible activities allowed by HUD for preventing/eliminating slum and blight on a spot basis</li> <li>Documentation that the proposed activity will address the condition</li> </ul>  |

# DOCUMENTING URGENT LOCAL NEED

| National Objective | Required Supporting Documentation  |
|--------------------|--|
| Urgent Local Need  | <ul style="list-style-type: none"><li>• Documentation of the conditions that pose a serious and immediate threat to health/welfare of community (refer to page 18 in the PF Application Instructions)</li><li>• Date on which the conditions developed or became urgent (must have become urgent within 18 months preceding application)</li><li>• Evidence that applicant is unable to fund activity on its own and other sources of funds are not available</li></ul> <p>(Refer to page 18 of PF Application Instructions)</p> |



# CDBG-PF APPLICATION SCORING & REVIEW

- 5 Scored Categories, 250 Point Maximum
  - 1) Project Need = 90 points
  - 2) Community Distress = 60 points
  - 3) Financial Need = 30 points
  - 4) Planning & Collaboration = 20 points
  - 5) Committed Matching Funds = 50 points

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ○ Part 5 – Project Need

### PART 5 – PROJECT NEED (0-90 Points)

On the following pages, concisely describe the need for the proposed project.

Address:

- the current condition of the problem,
- the frequency that the problem occurs,
- the effect(s) of the problem if left untreated, and
- extent to which the proposed project will alleviate the problem.

Data or pertinent information that quantifies the need can be included in the narrative or as an attachment to this application. Limit your narrative to two (2) pages (pages 6 & 7 of this application) with not less than a 12-point font.

\*\*\* Additional/supporting documentation may be attached, but it will NOT be scored. \*\*\*

# 2015 CDBG-PF APPLICATION (CONTINUED)

- Part 5 – Project Need (continued)
  - Concise Written Narrative; 2 Single-Spaced Pages
    - Topics that must be addressed are listed. Carefully read and follow the instructions! (Adequate space has been provided to type a answer/response.)
  - Scoring:
    - Severe Need = 61 to 90 points; significant existing problem with an impact on health, safety, or welfare of community
    - Moderate Need = 31 to 60 points; moderately serious problem with high probability of occurring
    - Slight Need = 1 to 30 points; less serious problem with low likelihood of occurring

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ○ Part 6 – Community Distress

| PART 6 – COMMUNITY DISTRESS (0-60 Points)   |     |
|---|-----|
| Median Household Income (0-30 Points)<br>Source Data: 5 yr. American Community Survey at <a href="http://www.factfinder.census.gov">www.factfinder.census.gov</a>               | \$□ |
| Per Capita Property Value (0-15 Points)<br>Source Data: <a href="http://www.revenue.wi.gov/pubs/slf/tvc13.pdf">http://www.revenue.wi.gov/pubs/slf/tvc13.pdf</a>                 | \$□ |
| Local Property Tax Rate [Full Gross only] (0-15 Points)<br>Source Data: <a href="http://www.revenue.wi.gov/pubs/slf/tvc13.pdf">http://www.revenue.wi.gov/pubs/slf/tvc13.pdf</a> | □   |

# 2015 CDBG-PF APPLICATION (CONTINUED)

- Part 6 – Community Distress (continued)
  - Three criteria (60 points total):
    - Community median household income relative to the statewide median = 0-30 points
    - Per capita property value relative to the statewide median = 0-15 points
    - Local property tax rate relative to the statewide average = 0-15 points

# COMMUNITY DISTRESS: MEDIAN HOUSEHOLD INCOME SCORING

- Points allocated to communities with median household incomes below the statewide median

| POINT VALUE | MEDIAN HOUSEHOLD INCOME |
|-------------|-------------------------|
| 0           | Greater than \$52,413   |
| 2           | \$50,683 - \$52,413     |
| 4           | \$48,954 - \$50,682     |
| 6           | \$47,224 - \$48,953     |
| 8           | \$45,494 - \$47,223     |
| 10          | \$43,765 - \$45,493     |
| 12          | \$42,035 - \$43,764     |
| 14          | \$40,306 - \$42,034     |
| 16          | \$38,576 - \$40,305     |
| 18          | \$36,846 - \$38,575     |
| 20          | \$35,117 - \$36,845     |
| 22          | \$33,387 - \$35,116     |
| 24          | \$31,657 - \$33,386     |
| 26          | \$29,928 - \$31,656     |
| 28          | \$28,198 - \$29,927     |
| 30          | Less than \$28,198      |

Source: 2009-2013 American Community Survey 5-Year Estimates.  
Median Household Income Wisconsin Average:  
<http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF>

Source: 2009-2013 American Community Survey 5-Year Estimates. Median Household Income Wisconsin Average:  
[http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS\\_12\\_5YR\\_DP05](http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_12_5YR_DP05)

# COMMUNITY DISTRESS: PER CAPITA PROPERTY VALUE SCORING

- Points allocated to communities with values below the median

| POINT VALUE | PER CAPITA PROPERTY VALUE RANGE |
|-------------|---------------------------------|
| 0           | Greater than \$81,773           |
| 1           | \$78,852 - \$81,773             |
| 2           | \$75,932 - \$78,851             |
| 3           | \$73,011 - \$75,931             |
| 4           | \$70,091 - \$73,010             |
| 5           | \$67,170 - \$70,090             |
| 6           | \$64,250 - \$67,169             |
| 7           | \$61,329 - \$64,249             |
| 8           | \$58,409 - \$61,328             |
| 9           | \$55,489 - \$58,408             |
| 10          | \$52,568 - \$55,488             |
| 11          | \$49,648 - \$52,567             |
| 12          | \$46,727 - \$49,647             |
| 13          | \$43,807 - \$46,726             |
| 14          | \$40,886 - \$43,806             |
| 15          | Less than \$40,886              |

Source: 2013 Town, Village and City Taxes Bulletin. Wisconsin Department of Revenue – Division of State and Local Finance – Bureau of Local Government Services.

<http://www.revenue.wi.gov/pubs/slf/tvc13.pdf>

*Municipality Per Capita Property Value derived by dividing Full Value of property by Population of municipality.*

Source: 2013 Town, Village and City Taxes Bulletin. Full Value Gross Tax Rate. Wisconsin Department of Revenue – Division of State and Local Finance – Bureau of Local Government Services.

<http://www.revenue.wi.gov/pubs/slf/tvc13.pdf>

# COMMUNITY DISTRESS – TAX RATE SCORING

- Points allocated to municipalities with rates above the Statewide average

| POINT VALUE | TAX RATE OF MUNICIPALITY RANGE |
|-------------|--------------------------------|
| 0           | Less than .0200                |
| 1           | 0.0200 - 0.0227                |
| 2           | 0.0228 - 0.0240                |
| 3           | 0.0241 - 0.0246                |
| 4           | 0.0247 - 0.0253                |
| 5           | 0.0254 - 0.0259                |
| 6           | 0.0260 - 0.0266                |
| 7           | 0.0267 - 0.0272                |
| 8           | 0.0273 - 0.0279                |
| 9           | 0.0280 - 0.0285                |
| 10          | 0.0286 - 0.0292                |
| 11          | 0.0293 - 0.0298                |
| 12          | 0.0299 - 0.0305                |
| 13          | 0.0306 - 0.0311                |
| 14          | 0.0312 - 0.0318                |
| 15          | Greater than .0318             |

Source: 2013 Town, Village and City Taxes Bulletin. Wisconsin Department of Revenue – Division of State and Local Finance – Bureau of Local Government Services. (Full Value Gross Tax Rate)

<http://www.revenue.wi.gov/report/t.html#tvc>

Source: 2013 Town, Village and City Taxes Bulletin. Full Value Gross Tax Rate. Wisconsin Department of Revenue – Division of State and Local Finance – Bureau of Local Government Services.

<http://www.revenue.wi.gov/pubs/slf/tvc13.pdf>



# 2015 CDBG-PF APPLICATION (CONTINUED)

## ○ Part 7 – Financial Need

| PART 7 – FINANCIAL NEED (0-30 Points)   |                        |    |
|---|------------------------|----|
| Amount of Local Matching Funds Committed to Project:<br><i>(This is the amount of Applicant Funds in Part 9 – Commitment of Matching Funds)</i><br><b>(Attach the completed Proposed Project Budget to the application)</b>   |                        | \$ |
| If the Local Matching Funds amount is less than 10% of the Total Project Cost,<br>Is a waiver request from the UGLG's CEO attached to the application? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                        |    |
| Funding Sources for Local Funds Committed to Project:<br><input type="checkbox"/> General Obligation (G.O.) Debt<br><input type="checkbox"/> Revenue Bonds<br><input type="checkbox"/> Other (briefly explain): <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |                        |    |
| If G.O. Debt is Funding Source:   |                        |    |
| G.O. Debt Capacity For 2015:  |                        | \$ |
| Used G.O. Debt <b>(to date)</b> :   |                        | \$ |
| Anticipated used G.O. debt for 2015 without CDBG Assistance:  |                        | \$ |
| Anticipated used G.O. debt for 2015 with CDBG Assistance:   |                        | \$ |
| Future (within the next three years) G.O. Debt Obligations<br><b>(Attach Resolution or Capital Improvement Plan to the application)</b>   |                        | \$ |
| For Water and Sewer Projects:   |                        |    |
| <b>(Attach current Balance Sheet of the Enterprise Statement)</b>   |                        |    |
| Annual <u>water</u> charge calculated for a household using 70,000 gallons of water:  |                        | \$ |
| Projected increase in the water charge with grant assistance:   | <input type="text"/> % | \$ |
| Projected increase in the water charge without grant assistance:  | <input type="text"/> % | \$ |
| Annual <u>sewer</u> charge calculated for a household using 70,000 gallons of water:  |                        | \$ |
| Projected increase in the sewer charge with grant assistance:   | <input type="text"/> % | \$ |
| Projected increase in the sewer charge without grant assistance:  | <input type="text"/> % | \$ |

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ○ Part 7 – Financial Need (continued)

| Water/Sewer Projects   |    | All Other Projects   |
|--|----|--|
| Scoring based on percentage increase in utility rates without CDBG assistance  | or | Scoring based on percentage of General Obligation (G.O.) debt capacity available   |
| <ul style="list-style-type: none"><li>• 3 points allocated for each 10% that the community's rate exceeds the State average, up to 30 points</li></ul> |    | <ul style="list-style-type: none"><li>• Based on the UGLG's G.O. Debt Capacity</li><li>• Based on the amount of G.O. Debt already used by the UGLG</li></ul> |

# FINANCIAL NEED: G.O. DEBT SCORING

| UGLG G.O. DEBT<br>CAPACITY | USED G.O. DEBT         |               |               |               |
|----------------------------|------------------------|---------------|---------------|---------------|
|                            | 30 Points              | 20 Points     | 10 Points     | 0 Points      |
| \$10,000,000 or Greater    | 80% or Greater         | 65% up to 80% | 50% up to 65% | Less than 50% |
| \$7,500,000 - \$9,999,999  | 75% or Greater         | 60% up to 75% | 45% up to 60% | Less than 45% |
| \$5,000,000 - \$7,499,999  | 70% or Greater         | 55% up to 70% | 40% up to 55% | Less than 40% |
| \$3,000,000 - \$4,999,999  | 65% or Greater         | 50% up to 65% | 35% up to 50% | Less than 35% |
| \$1,000,000 - \$2,999,999  | 60% or Greater         | 45% up to 60% | 30% up to 45% | Less than 30% |
| \$500,000 - \$999,999      | 55% or Greater         | 40% up to 55% | 25% up to 40% | Less than 25% |
| \$250,000 - \$499,999      | 50% or Greater         | 35% up to 50% | 20% up to 35% | Less than 20% |
| Less than \$250,000        | Maximum Points Awarded |               |               |               |

# FINANCIAL NEED: UTILITY RATE SCORING (WATER AND SEWER PROJECTS)

| POINT<br>VALUE | WATER AND SEWER RATES |                    |                     |
|----------------|-----------------------|--------------------|---------------------|
|                | Water Only            | Sewer Only         | Combined            |
| 0              | Less than \$501       | Less than \$291    | Less than \$787     |
| 3              | \$501 - \$550         | \$291 - \$319      | \$787 - \$865       |
| 6              | \$551 - \$600         | \$320 - \$348      | \$866 - \$943       |
| 9              | \$601 - \$650         | \$349 - \$377      | \$944 - \$1,022     |
| 12             | \$651 - \$700         | \$378 - \$406      | \$1,023 - \$1,101   |
| 15             | \$701 - \$751         | \$407 - \$436      | \$1,102 - \$1,180   |
| 18             | \$752 - \$801         | \$437 - \$465      | \$1,181 - \$1,258   |
| 21             | \$802 - \$851         | \$466 - \$494      | \$1,259 - \$1,337   |
| 24             | \$852 - \$901         | \$495 - \$523      | \$1,338 - \$1,416   |
| 27             | \$902 - \$951         | \$524 - \$552      | \$1,417 - \$1,494   |
| 30             | Greater than \$951    | Greater than \$552 | Greater than \$1494 |

Source: The State of Wisconsin Average Water and Sewer Rates are used as a baseline for points scale. The Average is drawn from the Wisconsin Community Water & Sewer Rate Survey 2010 by Ruekert & Mielke, Inc.

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ○ Part 8 – Planning & Collaboration

| PART 8 – PLANNING AND COLLABORATION (0 - 20 Points)   |
|---|
| <p>Does the Applicant have an adopted Comprehensive Plan, Community Redevelopment Plan, or other long-range plan? (0-10 Points)</p> <p><input type="checkbox"/> Yes:</p> <p style="padding-left: 40px;">Date the Plan was adopted or most recently revised: _____</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"><p><i>Briefly explain, within the space provided, how this project is consistent with the goals and objectives of the Plan and attach a copy of the applicable sections of the Plan.</i></p></div> <p><input type="checkbox"/> No</p>  |
| <p>Will the proposed project occur in conjunction with other planned public improvement or construction project? (0-10 Points)</p> <p><input type="checkbox"/> Yes:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"><p><i>Briefly explain, within the space provided, how this project fits within or supports another planned public improvement project. Include efficiencies, cost savings, and desirable effects that will be realized by completing these projects simultaneously.</i></p><p><i>[For example: The county/state/other is planning a road construction project so the UGLG will coordinate a planned sewer, water, or street reconstruction project in accordance with the community's adopted comprehensive plan and to realize economic efficiencies (list them).]</i></p></div> <p><input type="checkbox"/> No</p> |

# 2015 CDBG-PF APPLICATION (CONTINUED)

- Part 8 – Planning & Collaboration (continued)
  - 2 criteria; 10 points each
  - Planning = 10 points will be awarded to projects that are included in a community's comprehensive or redevelopment plan
  - Coordination of Efforts = 10 points will be awarded if the proposed project will generate efficiencies by occurring in conjunction with other planned public improvement projects

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ○ Part 9 – Commitment of Matching

| <b>PART 9 – COMMITMENT OF MATCHING FUNDS (0 - 50 Points)</b>   |                          |                             |                    |               |       |
|--|--------------------------|-----------------------------|--------------------|---------------|-------|
| <b>APPLICANT:</b> _____  |                          | <b>DATE:</b> ____/____/____ |                    |               |       |
| Attach documentation of financial commitments and supporting information to confirm the validity and reasonableness of budgeted costs. |                          |                             |                    |               |       |
| Activity   | Source of Matching Funds |                             |                    |               | Total |
|  | CDBG Funds               | Applicant                   | Other Public Funds | Private Funds |       |
| Acquisition - Land   |                          |                             |                    |               |       |
| Acquisition - Building   |                          |                             |                    |               |       |
| Building Improvements  |                          |                             |                    |               |       |
| Center/Facility Construction   |                          |                             |                    |               |       |
| Clearance - Site   |                          |                             |                    |               |       |
| Curb and Gutter  |                          |                             |                    |               |       |
| Electrical System Improvements   |                          |                             |                    |               |       |
| Environmental Remediation  |                          |                             |                    |               |       |
| Equipment  |                          |                             |                    |               |       |
| Fire Station   |                          |                             |                    |               |       |
| Relocation   |                          |                             |                    |               |       |
| Sanitary Sewer   |                          |                             |                    |               |       |
| Storm Sewer  |                          |                             |                    |               |       |
| Streets/Sidewalks  |                          |                             |                    |               |       |
| Wastewater Treatment Facility  |                          |                             |                    |               |       |
| Water  |                          |                             |                    |               |       |
| Fixtures   |                          |                             |                    |               |       |
| Furnishings  |                          |                             |                    |               |       |
| Engineering (match only)   |                          |                             |                    |               |       |
| Administration   |                          |                             |                    |               |       |
| <b>Sub-Total(s):</b>   |                          |                             |                    |               |       |

**In addition to Applicant Match Funds, summarize the other Public and Private sources of project funding:**

|               |                  |  |
|---------------|------------------|--|
| Source: _____ | Amount: \$ _____ | Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Source: _____ | Amount: \$ _____ | Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Source: _____ | Amount: \$ _____ | Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Source: _____ | Amount: \$ _____ | Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed <input type="checkbox"/> Yes <input type="checkbox"/> No |

Signed Commitment Documents Included? ☐

# 2015 CDBG-PF APPLICATION (CONTINUED)

- Part 9 – Commitment of Matching Funds (continued)
  - Applicants will be awarded up to 50 points if they can demonstrate that all the matching funds for the proposed Public Facilities project have been fully committed and are ready to be used (i.e. the project is “shovel-ready”)
  - Points will be awarded on a percentage basis, in proportion to the percentage of matching funds that the Applicant is able to prove have been fully committed to the Public Facilities project



# 2015 CDBG-PF APPLICATION (CONTINUED)

## ○ Application Attachments and Supporting Documentation Checklist

| APPLICATION <u>ATTACHMENTS &amp; SUPPORTING</u> DOCUMENTATION CHECKLIST   |  |                             |
|---|--|-----------------------------|
| Documents   | Has the attachment or supporting documentation been Included with this Application submission? |                             |
| 1. <b>Authorizing Resolution</b> <i>(for Application Submission)</i>  | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 2. <b>Adopting Resolution of the Citizen Participation Plan</b>   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 3. <b>Newly Adopted Citizen Participation Plan (CPP)</b> <i>See Part 3 – Initial Eligibility on page 11 in the Application Instruction Packet</i> | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 4. <b>A copy of the Citizen Participation Public Hearing Notice</b> <i>(proof of minimum 14-day advance notice)</i>                               | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 5. <b>Citizen Participation Public Hearing Certification Form</b>   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 6. <b>Public Hearing Sign-In Sheet or Meeting Minutes</b>   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 7. <b>A copy of the Fair Housing Ordinance</b>  | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 8. <b>Map of Project Service Area</b>   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 9. <b>Map of Income Survey Area</b> <i>(if applicable)</i>  | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 10. <b>Income Survey Tabulation Sheet</b>   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 11. <b>Copy of Income Survey Form used and related correspondence sent with survey</b> <i>(if applicable)</i>                                     | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 12. <b>Demographic Profile Sheet from Income Survey or for LMC population</b>   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 13. <b>Project Budget</b>   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 14. <b>Slum and Blight Certification</b> <i>(if applicable)</i>   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 15. <b>Slum and Blight supporting documentation</b> <i>(area basis only)</i>  | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 16. <b>Proof of water/sewer rates</b>   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 17. <b>Proof of water/sewer account balances</b>  | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ○ Application Attachments and Supporting Documentation Checklist

|  |                              |                             |
|--|------------------------------|-----------------------------|
| 18. Adopting Resolution of the Fair Housing Ordinance  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 19. Planning & Collaboration supporting documentation (e.g. adopted comprehensive plan, community redevelopment plan, etc.)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 20. Request for Waiver of match funds requirement (if applicable)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 21. Statement of Assurances  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 22. A copy of the Relocation Plan/Anti-Displacement Policy   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 23. Acquisition/Relocation/Demolition Questionnaire  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 24. Lobbying Certification   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 25. A copy of the Non-Violent Demonstration Policy   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 26. A copy of the Excessive Use of Force Policy  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 27. Fair Housing Actions (specify the three (3) actions that the local community will undertake)   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 28. Proof of the Local Match Commitments (i.e. copies of the signed award letters, signed loan paperwork, resolutions committing funds, and bank account statements) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 29. Certification that applicant is not on the federal debarment list (www.sam.gov)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ATTACHMENT: CITIZEN PARTICIPATION PLAN

### **Division of Housing**

Community Development Block Grant – **SAMPLE** Citizen Participation Plan

# **SAMPLE**

## Citizen Participation Plan for the Community Development Block Grant (CDBG) Program

\_\_\_\_\_  
(Name of UGLG/ Community)

### **PURPOSE**

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the \_\_\_\_\_ (county, city, village, town; select one), the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ATTACHMENT: CITIZEN PARTICIPATION PLAN (PAGE 2)

### CITIZEN PARTICIPATION

1. The \_\_\_\_\_ (county, city, village, or town; select one) shall establish a committee composed of persons representative of the \_\_\_\_\_ (county, city, village, or town; select one) demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the \_\_\_\_\_ (county, city, village, or town; select one).

### NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the \_\_\_\_\_ (Name of local newspaper) at least two full weeks prior to the hearing. In addition, the public notice shall be posted at the \_\_\_\_\_ (county, city, village, or town; select one) municipal building. These notices will include time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ATTACHMENT: CITIZEN PARTICIPATION PLAN (PAGE 2-3)

### **REQUIRED PUBLIC HEARINGS**

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

Page 2

v2015.02.16

### **Division of Housing**

Community Development Block Grant – **SAMPLE** Citizen Participation Plan

1. The first hearing will receive citizens' views and provide an explanation of:
  - a. Community development needs, objectives, and strategies.
  - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. The \_\_\_\_\_ (county, city, village, or town; select one) will attempt to have at least one of the public hearings in the service area (if applicable).

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ATTACHMENT: CITIZEN PARTICIPATION PLAN (PAGE 4)

### COMPLAINTS

The \_\_\_\_\_ (county, city, village, or town; select one) will handle citizen complaints about the program in a timely manner. By federal regulation the \_\_\_\_\_ (county, city, village, or town; select one) will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to the \_\_\_\_\_.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant  
WI Department of Administration – Division of Housing, 5<sup>th</sup> Floor  
P.O. Box #7970  
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.



# 2015 CDBG-PF APPLICATION (CONTINUED)

## ATTACHMENT: FAIR HOUSING ORDINANCE SAMPLE

### SAMPLE

#### Fair Housing Ordinance

(Ordinance Section/Number)

Fair and Open Housing

(Ordinance #) State Statutes Adopted

(Ordinance#) Authority and Enforcement Procedures Implemented

(Ordinance #) Complaints

(Ordinance #) STATE STATUES ADOPTED.

The (governing body) of the (municipality) hereby **adopts Section 106.50, Wisconsin Statutes**, as amended, and all subsequent amendments thereto.

(Ordinance #) AUTHORITY AND ENFORCEMENT PROCEDURES IMPLEMENTED.

The officials and employees of the (municipality) shall assist in the orderly prevention and removal of all discrimination in housing within the (municipality) by implementing the authority and enforcement procedures **set forth in Section 106.50, Wisconsin Statutes**, as amended.

SEC. 13-3-3 COMPLAINTS.

The (municipality type) Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the (municipality) to file a complaint thereunder with the Wisconsin Department of Workforce Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ATTACHMENT: SLUM & BLIGHT CERTIFICATION (PAGE 1)

### SLUM & BLIGHT CERTIFICATION and COMPLIANCE

How will your proposed project qualify for the  
Slum & Blight National Objective?

☐ Area Basis ☐ Spot Basis

For Area Basis projects:

1. As required by 24 CFR 570.483, has your community  
officially designated the area meeting the definition of a  
slum, blighted, or deteriorated area under state or local law? ☐ Yes ☐ No

If you answered **YES** to Question #1, you **must** attach supporting  
documentation of this designation with this Slum & Blight Certification form.

2. Federal regulations require that **at least 25 percent of properties throughout the  
area experience one or more of the five conditions listed below.**

Indicate which conditions are applicable to your project. You **must** attach  
relevant supporting documentation to this Slum & Blight Certification form to  
**demonstrate that the area meets each of the selected conditions based on  
language found in 24 CFR 570.483.**

- ☐ Physical deterioration of buildings or improvements
- ☐ Abandonment of properties
- ☐ Chronic high occupancy turnover rates or chronic high vacancy rates  
in commercial or industrial buildings
- ☐ Significant declines in property values or abnormally low property  
values relative to other areas in the community
- ☐ Known or suspected environmental contamination

3. Use the space (provided on the next page) to describe how the activity or  
activities for which you are requesting assistance will address one or more of the  
conditions that contributed to the deterioration of the area.



# 2015 CDBG-PF APPLICATION (CONTINUED)

## ATTACHMENT: SLUM & BLIGHT CERTIFICATION (PAGE 2)

### For Spot Basis Projects:

1. Under CDBG regulations, only certain activities can be undertaken to prevent slum and blight on a spot basis. Indicate, using the list below, the activities for which you will use CDBG funds if your project is selected:

- ☐ Acquisition
- ☐ Clearance
- ☐ Relocation
- ☐ Historic Preservation
- ☐ Remediation of Environmentally Contaminated Properties
- ☐ Rehabilitation of Buildings or Improvements (limited to eliminating conditions detrimental to public health and safety)

2. Use the space below to describe the conditions of slum or blight at the project location and how the activity or activities for which you are requesting assistance will address the condition(s). Attach relevant supporting documentation as needed.

Description of the conditions of slum & blight that currently exist at the project location(s) and how the proposed activity, or activities, will address the condition(s).

\_\_\_\_\_  
*Signature of the Chief Elected Official*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Typed Name of the Chief Elected Official*

\_\_\_\_\_  
*Name of the Unit of General Local Government (UGLG)*

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ATTACHMENT: STATEMENT OF ASSURANCES (PAGE 1)

### STATEMENT OF ASSURANCES

I, \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_  
(Name of the Chief Elected Official) (CEO's Job Title) (UGLG/Unit of General Local Government's Name)  
in \_\_\_\_\_ County certify that the \_\_\_\_\_  
(County Name) (UGLG/Unit of General Local Government's Name)

[Initial each item.]

1. \_\_\_\_\_ Has authorized its Chief Elected Official or Administrator to submit the application, sign contracts, and conduct other business related to the proposed activity if funded.
2. \_\_\_\_\_ Has identified its housing and community development needs, including those of low- and moderate-income persons and the activities to be undertaken meet such needs.
3. \_\_\_\_\_ Will conduct and administer its program in conformance with the Civil Rights Act of 1964 and the Fair Housing Act, and has adopted a local Fair Housing ordinance.
4. \_\_\_\_\_ Will minimize displacement as a result of activities associated with CDBG funds, and will follow an adopted residential anti-displacement and relocation assistance plan.
5. \_\_\_\_\_ Will not use special assessments or fees to recover the capital costs of CDBG funded public improvements from low- and moderate-income owner occupants.
6. \_\_\_\_\_ Will comply with 24 CFR 570.608 regarding notification, inspection, testing, and abatement procedures concerning lead-based paint.
7. \_\_\_\_\_ Has adopted and will enforce a policy prohibiting use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations in accordance with Section 519 of Public Law 101144.
8. \_\_\_\_\_ Has a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of nonviolent and civil rights demonstrations.

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ATTACHMENT: STATEMENT OF ASSURANCES (PAGE 2)

9. \_\_\_\_\_ Will not enter into a contract with any entity that is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation.
10. \_\_\_\_\_ Is currently in compliance with terms and conditions of all past and/or active CDBG awards and/or contracts.
11. \_\_\_\_\_ Will not use CDBG funds to directly assist a business, including a business expansion, in the relocation of a plant, facility, or operation from one labor market area (LMA) to another LMA if the relocation is likely to result in a significant loss of jobs in the LMA from which the relocation occurs, in accordance with 24 CFR 570.210.
12. \_\_\_\_\_ Acknowledges that the project cannot commence prior to the grant award and certain procedures must first be taken, including but not limited to:
- ☐ Completing the environmental review process;
  - ☐ Requesting federal wage rates if applicable;
  - ☐ Establishing base employment levels for job-related projects;
  - ☐ Entering into a development agreement with the participating business if applicable; **and**
  - ☐ Developing a system for tracking job retention and/or LMI benefit.
13. \_\_\_\_\_ Will comply with all the provisions of the Community Development Block Grant (CDBG) Program and will maintain documentation of compliance with the above certifications.

I certify that, to the best of my knowledge and belief, the information being submitted to the WI Department of Administration (DOA) is true and correct.

\_\_\_\_\_  
*Signature of the Chief Elected Official (CEO)*

\_\_\_\_\_  
*Date Signed*

\_\_\_\_\_  
*Signature of the Local Clerk*

\_\_\_\_\_  
*Date Signed*

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ATTACHMENT: ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

### SAMPLE

#### Relocation Plan

#### WISCONSIN RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR CDBG PROGRAMS

This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the \_\_\_\_\_ (city/town/village/county) of \_\_\_\_\_ in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG<sup>1</sup> projects.

##### Minimize Displacement

Consistent with the goals and objectives of active \_\_\_\_\_ (city/town/village/county) of \_\_\_\_\_ to minimize the direct and indirect displacement of \_\_\_\_\_ *provided below are examples only, each jurisdiction based on local needs and priorities.*

##### Contacts

The [name and phone number of the office] is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The [name and phone number of the office] is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Adopted by the \_\_\_\_\_ (city/town/village/county) of \_\_\_\_\_

Board on: \_\_\_\_\_ (date adopted).

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title of Authorized Official

\_\_\_\_\_  
PRINTED NAME of Authorized Official

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ATTACHMENT: ACQUISITION/RELOCATION/DEMOLITION QUESTIONNAIRE – ITEMS 1 & 2

### ACQUISITION, RELOCATION, & DEMOLITION QUESTIONNAIRE

for a Community Development Block Grant (CDBG)

This questionnaire will be used by the Division of Housing to determine if you have adequately planned and budgeted for acquisition, relocation, down payment assistance, rehabilitation, and demolition activities related to your proposed CDBG project. Requirements are referenced in the Uniform Relocation and Real Property Acquisition Policies of 1970, as amended (URA) and Section 104(d) of the Housing and Community Development Act (Barney Frank Amendment).

Answer the following Acquisition, Relocation, Demolition, and Conversion questions (**Yes**, **No**, or **N/A**).

The proposed CDBG project will involve the:

1. ☐ Voluntary Acquisition of:
  - ☐ Permanent easement(s)
  - ☐ Vacant land
  - ☐ Land and building(s)
  - ☐ *Will tenants be, or have they been, displaced?*
2. ☐ Involuntary Acquisition of:
  - ☐ Permanent easement(s)
  - ☐ Vacant land
  - ☐ Land and building(s)
  - ☐ *Are any units occupied? If yes, indicate whether:*
    - ☐ Relocation assistance will be provided or has been provided
    - ☐ Residential occupant is low- and moderate-income

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ATTACHMENT: ACQUISITION/RELOCATION/DEMOLITION QUESTIONNAIRE – ITEMS 3 & 4

3. \_\_\_\_\_ Donation of:

\_\_\_\_\_ Permanent easement(s)

\_\_\_\_\_ Vacant land

\_\_\_\_\_ Land and building(s)

\_\_\_\_\_ Tenant(s) will be displaced or have been displaced

\_\_\_\_\_ Tenant(s) is residential occupant and is low- and moderate-income

4. \_\_\_\_\_ Demolition of residential units or conversion/rehabilitation of residential unit to another use, and the:

\_\_\_\_\_ Unit is occupiable

\_\_\_\_\_ Unit rents or would rent at or below the Fair Market Rent

\_\_\_\_\_ Unit will be replaced

**NOTE:** *If “yes” to any of the three questions above, attach documentation required and listed in your Uniform Relocation Plan.*

\_\_\_\_\_ Unit is not occupiable and evidence is attached

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ATTACHMENT: FAIR HOUSING ACTIONS FORM (PAGE 1)

### POTENTIAL FAIR HOUSING ACTIONS

According to 24 CFR 570.487(b), the Unit of General Local Government (UGLG) must take some action to affirmatively further fair housing during the contract period if the UGLG receives a CDBG Grant. **Indicate (by checking the appropriate boxes) at least **THREE (3)** of the actions listed below that will be completed if the UGLG is awarded a CDBG Grant.** If your project is funded, the actions selected (below) will be included in the Grant Agreement (i.e. contract) timetable and will be required to be implemented in accordance with the timetable of the signed Grant Agreement. Fair housing actions **may include, but are not limited to the following:**

| Selection(s)             | Actions  |
|--------------------------|--|
| <input type="checkbox"/> | 1. Enact, strengthen, or advertise a local fair housing law;   |
| <input type="checkbox"/> | 2. Make area-wide zoning revisions to facilitate the dispersal of multi-family housing outside of minority-concentrated areas;   |
| <input type="checkbox"/> | 3. Initiate or fund any studies examining current housing opportunities for minority persons, handicapped persons, and families with children and have these studies form the basis of an affirmative action program providing greater housing opportunities for minorities, handicapped persons and families with children; |
| <input type="checkbox"/> | 4. Send letters from the chief elected official of the local government to those in the business of selling, renting, or financing housing, encouraging them to adhere fully to the fair housing law;  |
| <input type="checkbox"/> | 5. Have the local governing body or chief elected official publicly endorse the principle of fair housing and of adherence to the fair housing law in the form of a proclamation, resolution, or similar publicized statement of importance;   |
| <input type="checkbox"/> | 6. Improve community facilities and public services in racially integrated neighborhoods to help preserve their mixed character;   |
| <input type="checkbox"/> | 7. Display a fair housing poster or provide fair housing information at an appropriate public place;   |
| <input type="checkbox"/> | 8. Initiate a public education program on fair housing, involving, for example, representatives of fair housing groups, human relations' bodies, minority organizations, the real estate industry, and government, through the local media. This could include talks on the community's housing opportunities;               |



# 2015 CDBG-PF APPLICATION (CONTINUED)

## ATTACHMENT: FAIR HOUSING ACTIONS (PAGE 2)

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 9. Fund a fair housing organization (such as a local housing authority) to conduct studies and/or to aggressively investigate rental and/or realtor practices;  |
| <input type="checkbox"/> | 10. Suggest the use of affirmative marketing and advertising practices by private developers as a condition for obtaining local licenses and permits; and   |
| <input type="checkbox"/> | 11. Enlist the participation of local associations (realtors, real estate brokers, home builders, and mortgage lenders) in approved voluntary programs to promote affirmative fair housing marketing and to review mortgage credit and underwriting criteria that may have an adverse impact on minorities, women, handicapped persons, and families with children. |
| <input type="checkbox"/> | 12. OTHER:  |
| <input type="checkbox"/> | 13. OTHER:  |

UGLG Name: \_\_\_\_\_


Date by which the actions will be completed: \_\_\_\_\_ (Date)

Office of Fair Housing and Equal Opportunity: <http://www.hud.gov/offices/fheo/>  
Fair Housing ads and other materials: <http://www.fairhousinglaw.org/>



# 2015 CDBG-PF APPLICATION (CONTINUED)

## ATTACHMENT: DEBARMENT CHECK SAMPLE



USER NAME  
  
[Forgot Username?](#)

PASSWORD  
  
[Forgot Password?](#)

LOG IN

[Create an Account](#)

HOMESEARCH RECORDSDATA ACCESSGENERAL INFOHELP

### Search Records

Looking for entity registration records or entity exclusion records in SAM?

- \* Use **Quick Search** if you know an entity's Business Name, DUNS number or CAGE code.
- \* Use **Advanced Search** to structure your search using multiple categories and criteria.

Are you a Federal government employee?

- \* Create a SAM user account with your government e-mail address and log into SAM before searching to see FOUO information and registrants who chose to opt out of the public search.

Conducting small business-focused market research?

- \* In addition to what is contained in SAM, small businesses may supplement information about themselves in the SBA's [Dynamic Small Business Search](#).

QUICK SEARCH:

Enter your specific search term  
(Example of search term includes the entity's name, etc.)

DUNS Number Search:

CAGE Code Search:

SEARCHNeed Help?




ADVANCED SEARCH: Use specific criteria in multiple categories to structure your search.

ADVANCED SEARCH - ENTITY

ADVANCED SEARCH - EXCLUSION

SAM | System for Award Management 1.0


IBM v1.P.24.20150116-1831  
WWW8



**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

# 2015 CDBG-PF APPLICATION (CONTINUED)

## ATTACHMENT: DEBARMENT CHECK SAMPLE (PAGE 2)



SYSTEM FOR AWARD MANAGEMENT

USER NAME  
  
[Forgot Username?](#)

PASSWORD  
  
[Forgot Password?](#)

LOG IN

[Create an Account](#)

HOMESEARCH RECORDSDATA ACCESSGENERAL INFOHELP

### Search Results

Your search results represent the broadest set of records that match your criteria. You may get entity registration records that are still in progress or have been submitted, but not yet activated. Check the record status of each result and use the Search Filters to narrow your results.

Of note, some entities have chosen to opt out of public display. Even if they are registered in SAM, you will not see their entity registration records in a public search. You can only see them if you are logged in as a Federal Government user.

If you want to perform a new search, be sure to use the Clear Search button to remove your results. If you have a SAM user account and are logged in, you can use the Save Search button to run your current search again at a later time.

[Important message regarding exclusion searches.](#)

Current Search Terms: cashton\*

Clear Search

TOTAL RECORDS: 7  
Result page 1 of 1

Save PDFExport ResultsPrint

Sort by Modified DateOrder by Descending

#### FILTER RESULTS

##### By Record Status

☒ Active

☒ Inactive

##### By Functional Area

☐ Entity Management

☐ Performance Information

Apply Filters

Note: Filters are case sensitive

Your search for "cashton\*" returned the following results...

|                          |                     |                             |
|--------------------------|---------------------|-----------------------------|
| Entity                   | Cashton, Village of | Status: Active              |
| DUNS:                    | 058657425           | CAGE Code: 5J3C1            |
| Has Active Exclusion?:   | No                  | DoDAAC:                     |
| Expiration Date:         | 11/26/2015          | Delinquent Federal Debt? No |
| Purpose of Registration: | Federal Assistance  |                             |
| Awards Only              |                     |                             |

|                          |                         |                             |
|--------------------------|-------------------------|-----------------------------|
| Entity                   | GREEN FUEL TECHNOLOGIES | Status: Inactive            |
| Entity                   | CASHTON LLC             |                             |
| DUNS:                    | 067931229               | CAGE Code: 70NS0            |
| Has Active Exclusion?:   | No                      | DoDAAC:                     |
| Expiration Date:         | 11/18/2014              | Delinquent Federal Debt? No |
| Purpose of Registration: | Federal Assistance      |                             |
| Awards Only              |                         |                             |

#### Glossary

[Search Results](#)

Entity

Exclusion

[Search Filters](#)

By Record Status

By Functional Area - Entity Management

By Functional Area - Performance Information

66

QUESTIONS?

# CDBG INCOME SURVEY GUIDANCE

# INCOME SURVEY GUIDANCE

- HUD Low-to-Moderate Income Summary Data (LMISD) must be used to “maximum extent feasible” – State can accept survey data if justifiable and sound methodologically is used
- Methods:
  - Census Survey or Random Sample Survey of Families
  - Copy of Survey Instrument(s) and Documents Used
  - Mail, Phone, Online/Web-based, Email, In-Person Interviews
  - Follow Up Efforts to Achieve Acceptable Response Rate

# INCOME SURVEY GUIDANCE (CONTINUED)

## ○ Calculations: Income and Race/Ethnicity

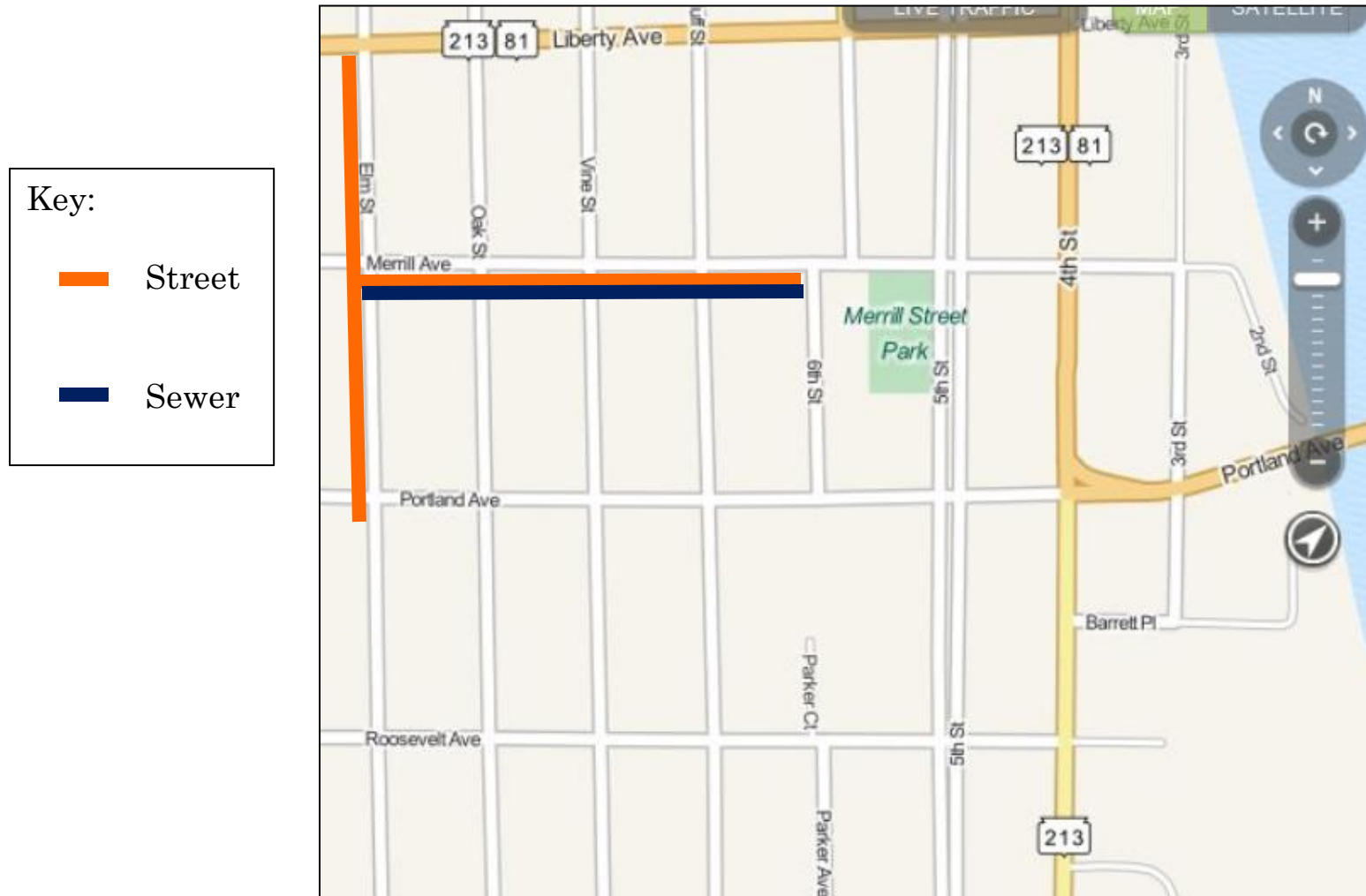
### Demographics Tabulation Sheets

- Number of residents in service area
- Number of families/residents surveyed
- Total number of families that respond
- Number of LMI persons in families that responded
- Percentage of LMI Respondents
- **Method of calculating LMI percentage based on the number of responses is dependent upon type of survey (Census Survey vs. Random Sample Survey)**

# INCOME SURVEY GUIDANCE (CONTINUED)

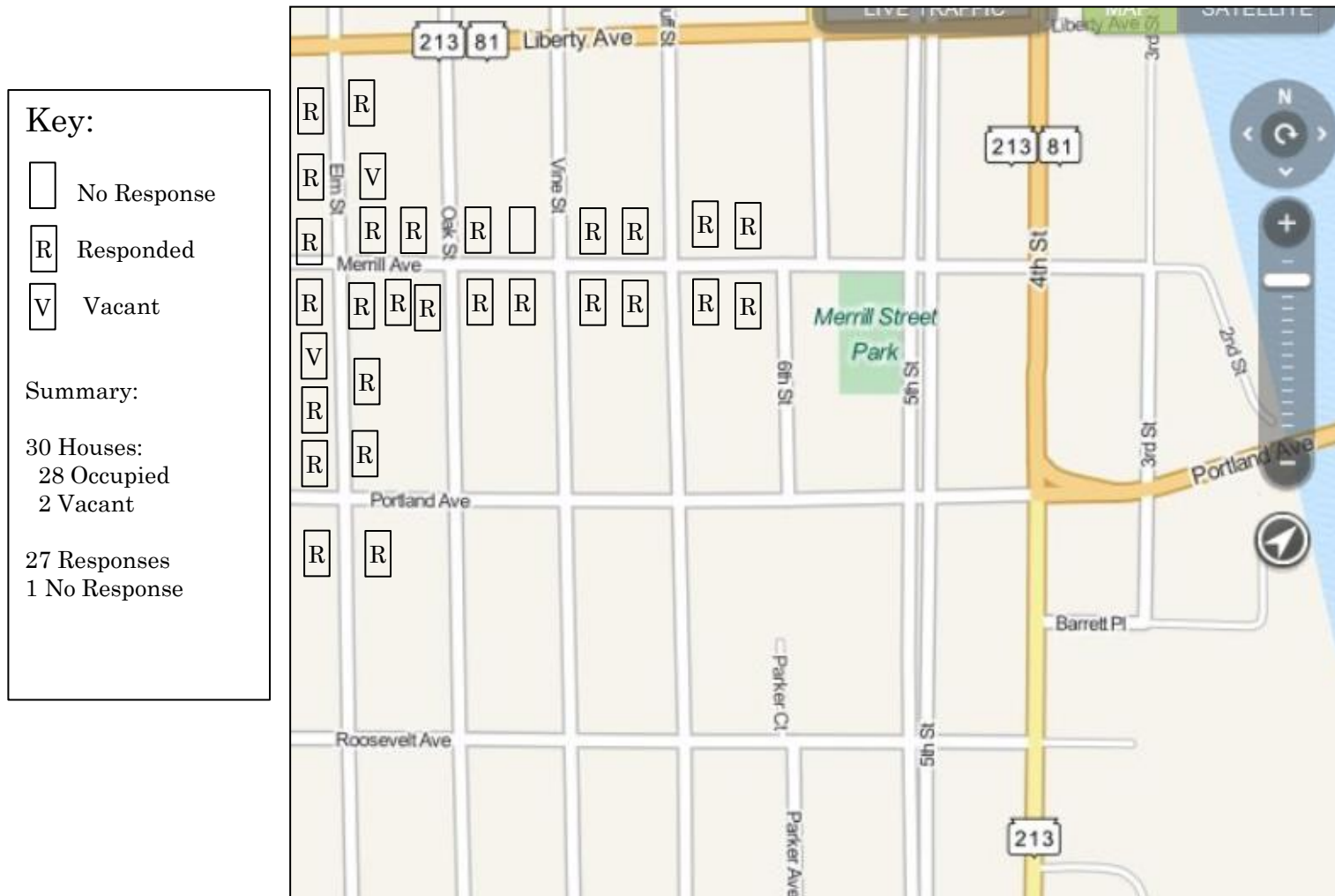
- What's New In Income Survey Guide
  - Defining Family
  - Defining Income
  - Sample Size Calculator for all Random Sample Surveys; and for Census Surveys with populations under 100 families
  - Additional Tabulation Options for Estimating Population
  - Using combination of HUD LMISD and income survey data for multi-jurisdiction projects
  - Provide Service Area Map *and* Income Survey Area Map

# INCOME SURVEY – SAMPLE PROJECT SERVICE AREA MAP





# INCOME SURVEY – SAMPLE SURVEY AREA MAP



# INCOME SURVEY TABULATION – CENSUS SURVEY

| Census Survey: Income Survey Results Tabulation  |   |
|--|---|
| Municipality: _____  |   |
| Survey Start Date (date first survey was conducted/distributed): _____   |   |
| Survey Completion Date (date last survey was conducted/collected): _____   |   |
| 1. Number of families in the project service area.<br><i>All families in the service area must be given the opportunity to complete the survey for a Census Survey. Refer to the "Families in the Service Area" section in this Income Survey Guide for guidance on determining or estimating the number of families in a project service area.</i>  |   |
| 2. Minimum number of families needed to respond for a valid survey<br><i>Refer to the "Census Survey" section in this Income Survey Guide to determine the minimum number of responses needed for a Census Survey.</i>   |   |
| 3. Number of families that completed a survey (i.e., survey respondents) [calculate using survey responses]  |   |
| 4. Survey response rate [line 3 divided by line 1; then multiplied by 100]   | % |
| 5. Number of LMI families among survey respondents [calculate using survey responses]  |   |
| 6. Number of LMI persons among survey respondents (this number is also considered the total number of LMI persons living in the project service area) [calculate using survey responses]   |   |
| 7. Number of Non-LMI families among survey respondents [calculate using survey responses]  |   |
| 8. Number of Non-LMI persons among survey respondents [calculate using survey responses]   |   |
| 9. Number of all persons in all families among survey respondents [line 6 added to line 8]   |   |
| 10. Average family size among all survey respondents [line 9 divided by line 3]  |   |
| 11. Number of non-responding families (families that did not respond to the survey) [line 3 subtracted from line 1]  |   |
| 12. Estimated number of persons in non-responding families [line 10 multiplied by line 11]   |   |
| 13. Number of persons living in the project service area (i.e., project service area population)<br><i>If a 100% survey response rate was achieved, enter the number from line 9. If the survey response rate was less than 100%, the population is estimated. Refer to the "Tabulating Survey Results" section in this Income Survey Guide and the items below for guidance on estimating population. Use one of the methods below to estimate the population and check the box to indicate which method was used:</i>  |   |
| <input type="checkbox"/> Option 1: Total population based on the most recent U.S. Census 5-Year American Community Survey data (allowed for projects/service areas that are community-wide)  |   |
| <input type="checkbox"/> Option 2: Total population based on HUD LMISD census block data (allowed for projects/service areas that are coterminous with census block(s))  |   |
| <input type="checkbox"/> Option 3: Calculated estimate by multiplying the average family size of survey respondents by the number of all families in the project service area [line 1 multiplied by line 10] (appropriate when the survey area/service area is not community-wide and the U.S. Census household size data does not appear to be representative of the service area based on survey results (i.e., the survey respondents' average family size is notably different than the average household size listed in the Census data for the community)) |   |
| <input type="checkbox"/> Option 4: Calculated estimate by adding the estimated number of persons in non-responding families to the number of persons in responding families [line 9 added to line 12] (appropriate when the response rate is well above the minimum required and only a small number of families did not respond, generally 10% or less)   |   |
| 14. LMI Percentage for project service area (percentage of LMI persons in the project service area) [line 6 divided by line 13, and then multiplied by 100]  | % |

# INCOME SURVEY TABULATION – CENSUS SURVEY

|   |   |
|---|---|
| 1. Number of families in the project service area.<br><i>All families in the service area must be given the opportunity to complete the survey for a Census Survey. Refer to the "Families in the Service Area" section in this Income Survey Guide for guidance on determining or estimating the number of families in a project service area.</i> |   |
| 2. Minimum number of families needed to respond for a valid survey<br><i>Refer to the "Census Survey" section in this Income Survey Guide to determine the minimum number of responses needed for a Census Survey.</i>  |   |
| 3. Number of families that completed a survey (i.e., survey respondents) <i>[calculate using survey responses]</i>  |   |
| 4. Survey response rate <i>[line 3 divided by line 1; then multiplied by 100]</i>   | % |
| 5. Number of LMI families among survey respondents <i>[calculate using survey responses]</i>  |   |
| 6. Number of LMI persons among survey respondents (this number is also considered the total number of LMI persons living in the project service area) <i>[calculate using survey responses]</i>   |   |
| 7. Number of Non-LMI families among survey respondents <i>[calculate using survey responses]</i>  |   |
| 8. Number of Non-LMI persons among survey respondents <i>[calculate using survey responses]</i>   |   |
| 9. Number of all persons in all families among survey respondents <i>[line 6 added to line 8]</i>   |   |
| 10. Average family size among all survey respondents <i>[line 9 divided by line 3]</i>  |   |
| 11. Number of non-responding families (families that did not respond to the survey) <i>[line 3 subtracted from line 1]</i>  |   |
| 12. Estimated number of persons in non-responding families <i>[line 10 multiplied by line 11]</i>   |   |

New!

# INCOME SURVEY TABULATION – CENSUS SURVEY

## 13. Number of persons living in the project service area (i.e., project service area population)

*If a 100% survey response rate was achieved, enter the number from line 9. If the survey response rate was less than 100%, the population is estimated. Refer to the "Tabulating Survey Results" section in this Income Survey Guide and the items below for guidance on estimating population. Use one of the methods below to estimate the population and check the box to indicate which method was used:*

- ☐ Option 1: Total population based on the most recent U.S. Census 5-Year American Community Survey data (allowed for projects/service areas that are community-wide)
- ☐ Option 2: Total population based on HUD LMISD census block data (allowed for projects/service areas that are coterminous with census block(s))
- ☐ Option 3: Calculated estimate by multiplying the average family size of survey respondents by the number of all families in the project service area [line 1 multiplied by line 10] (appropriate when the survey area/service area is not community-wide and the U.S. Census household size data does not appear to be representative of the service area based on survey results (i.e., the survey respondents' average family size is notably different than the average household size listed in the Census data for the community))
- ☐ Option 4: Calculated estimate by adding the estimated number of persons in non-responding families to the number of persons in responding families [line 9 added to line 12] (appropriate when the response rate is well above the minimum required and only a small number of families did not respond, generally 10% or less)

## 14. LMI Percentage for project service area (percentage of LMI persons in the project service area) [line 6 divided by line 13, and then multiplied by 100]

%

New!

# INCOME SURVEY TABULATION – RANDOM SAMPLE SURVEY

## Random Sample Survey: Income Survey Results Tabulation

Municipality: \_\_\_\_\_  
 Survey Start Date (date first survey was conducted/distributed): \_\_\_\_\_  
 Survey Completion Date (date last survey was conducted/collected): \_\_\_\_\_

|   |   |
|---|---|
| 1. Number of families in the project service area<br><i>Refer to the "Families in the Service Area" section in this Income Survey Guide for guidance on determining the number of families in a project service area.</i>   |   |
| 2. Minimum number of responses needed (i.e., minimum sample size) for a valid survey<br><i>Refer to the "Random Sample Survey" section in this Income Survey Guide to determine the minimum sample size (i.e., number of responses needed).</i>   |   |
| 3. Number of families included in the randomized sample survey (i.e., Number of surveys distributed/responses solicited)<br><i>Refer to the "Random Sample Survey" section in this Income Survey Guide to review the terms for oversampling for a randomized sample survey (line 3 cannot exceed: line 2 multiplied by 1.20).</i>   |   |
| 4. Number of families that responded to the survey (i.e., actual sample size)<br><i>This number should be equal to or greater than line 2 to be an acceptable sample size.</i>  |   |
| 5. Number of LMI families in sample/among respondents <i>[calculate using survey responses]</i>   |   |
| 6. Number of persons living in the LMI families in sample/among respondents <i>[calculate using survey responses]</i>   |   |
| 7. Average size of LMI families in sample/among respondents <i>[line 6 divided by line 5]</i>   |   |
| 8. Number of Non-LMI families in sample/among respondents <i>[calculate using survey responses]</i>   |   |
| 9. Number of persons living in Non-LMI families in sample/among respondents <i>[calculate using survey responses]</i>   |   |
| 10. Average size of Non-LMI families in sample/among respondents <i>[line 9 divided by line 8]</i>  |   |
| 11. Number of all persons in all families in sample/among respondents <i>[line 6 added to line 9]</i>   |   |
| 12. LMI ratio in sample/among respondents <i>[line 6 divided by line 11; calculate with 4 decimal places, e.g., .9999]</i>  |   |
| 13. Non-LMI ratio in sample/among respondents <i>[line 9 divided by line 11; calculate with 4 decimal places, e.g., .9999]</i><br><i>SKIP THIS STEP IF USING OPTION 1 OR OPTION 2 IN #16 BELOW.</i>   |   |
| 14. Estimated total number of LMI persons in the project service area<br><i>[line 1 multiplied by line 12; then multiplied by line 7]</i>   |   |
| 15. Estimated total number of Non-LMI persons in the project service area <i>[line 1 multiplied by line 13; then multiplied by line 10]</i><br><i>SKIP THIS STEP IF USING OPTION 1 OR OPTION 2 IN #16 BELOW.</i>  |   |
| 16. Estimated number of persons living in the project service area (i.e., population)<br><i>Check the method used for determining the population among the options below:</i><br><input type="checkbox"/> Option 1: Total population based on the most recent U.S. Census 5-Year American Community Survey data (allowed for community-wide projects/service areas only)<br><input type="checkbox"/> Option 2: Total population based on HUD LMISD census block data (allowed for projects/service areas that are coterminous with census block(s))<br><input type="checkbox"/> Option 3: Calculated estimate using survey data <i>[line 14 added to line 15]</i> |   |
| 17. Estimated LMI Percentage for project service area (percentage of LMI persons in the project service area) <i>[line 12 multiplied by line 16]</i>  | % |

# INCOME SURVEY TABULATION – RANDOM SAMPLE SURVEY

|     |   |  |
|-----|---|--|
| 1.  | Number of families in the project service area<br><i>Refer to the "Families in the Service Area" section in this Income Survey Guide for guidance on determining the number of families in a project service area.</i>  |  |
| 2.  | Minimum number of responses needed (i.e., minimum sample size) for a valid survey<br><i>Refer to the "Random Sample Survey" section in this Income Survey Guide to determine the minimum sample size (i.e., number of responses needed).</i>  |  |
| 3.  | Number of families included in the randomized sample survey (i.e., Number of surveys distributed/responses solicited)<br><i>Refer to the "Random Sample Survey" section in this Income Survey Guide to review the terms for oversampling for a randomized sample survey (line 3 cannot exceed line 2 multiplied by 1.20).</i> |  |
| 4.  | Number of families that responded to the survey (i.e., actual sample size)<br><i>This number should be equal to or greater than line 2 to be an acceptable sample size.</i>   |  |
| 5.  | Number of LMI families in sample/among respondents <i>[calculate using survey responses]</i>  |  |
| 6.  | Number of persons living in the LMI families in sample/among respondents <i>[calculate using survey responses]</i>  |  |
| 7.  | Average size of LMI families in sample/among respondents <i>[line 6 divided by line 5]</i>  |  |
| 8.  | Number of Non-LMI families in sample/among respondents <i>[calculate using survey responses]</i>  |  |
| 9.  | Number of persons living in Non-LMI families in sample/among respondents <i>[calculate using survey responses]</i>  |  |
| 10. | Average size of Non-LMI families in sample/among respondents <i>[line 9 divided by line 8]</i>  |  |
| 11. | Number of all persons in all families in sample/among respondents <i>[line 6 added to line 9]</i>   |  |



# INCOME SURVEY TABULATION – RANDOM SAMPLE SURVEY

|  |   |
|--|---|
| 12. LMI ratio in sample/among respondents <i>[line 6 divided by line 11; calculate with 4 decimal places, e.g., .9999]</i>   |   |
| 13. Non-LMI ratio in sample/among respondents <i>[line 9 divided by line 11; calculate with 4 decimal places, e.g., .9999]</i><br><i>SKIP THIS STEP IF USING OPTION 1 OR OPTION 2 IN #16 BELOW.</i>  |   |
| 14. Estimated total number of LMI persons in the project service area<br><i>[line 1 multiplied by line 12; then multiplied by line 7]</i>  |   |
| 15. Estimated total number of Non-LMI persons in the project service area <i>[line 1 multiplied by line 13; then multiplied by line 10]</i><br><i>SKIP THIS STEP IF USING OPTION 1 OR OPTION 2 IN #16 BELOW.</i>   |   |
| 16. Estimated number of persons living in the project service area (i.e., population)<br>Check the method used for determining the population among the options below:<br><input type="checkbox"/> Option 1: Total population based on the most recent U.S. Census 5-Year American Community Survey data (allowed for community-wide projects/service areas only)<br><input type="checkbox"/> Option 2: Total population based on HUD LMISD census block data (allowed for projects/service areas that are coterminous with census block(s))<br><input type="checkbox"/> Option 3: Calculated estimate using survey data <i>[line 14 added to line 15]</i> |   |
| 17. Estimated LMI Percentage for project service area (percentage of LMI persons in the project service area) <i>[line 12 multiplied by line 16]</i>   | % |

New!

# INCOME SURVEY TABULATION – RACE/ETHNICITY DEMOGRAPHIC DATA

Use  
Categories  
Required  
by HUD for  
CDBG  
Program



| Income Survey Results Demographics Tabulation     |              |   |   |   |   |   |   |           |
|---|--------------|---|---|---|---|---|---|-----------|
|   | Family Size: |   |   |   |   |   |   |           |
|   | 1            | 2 | 3 | 4 | 5 | 6 | 7 | 8 or More |
| <b>Race/Ethnicity Totals:</b>                     |              |   |   |   |   |   |   |           |
| White   |              |   |   |   |   |   |   |           |
| # Hispanic  |              |   |   |   |   |   |   |           |
| Black/African American                            |              |   |   |   |   |   |   |           |
| # Hispanic  |              |   |   |   |   |   |   |           |
| Asian   |              |   |   |   |   |   |   |           |
| # Hispanic  |              |   |   |   |   |   |   |           |
| American Indian/ Alaskan Native                   |              |   |   |   |   |   |   |           |
| # Hispanic  |              |   |   |   |   |   |   |           |
| Native Hawaiian/ Pacific Islander                 |              |   |   |   |   |   |   |           |
| # Hispanic  |              |   |   |   |   |   |   |           |
| Amer. Indian/ Alaskan Native & White              |              |   |   |   |   |   |   |           |
| # Hispanic  |              |   |   |   |   |   |   |           |
| Asian & White                                     |              |   |   |   |   |   |   |           |
| # Hispanic  |              |   |   |   |   |   |   |           |
| Black/African Amer. & White                       |              |   |   |   |   |   |   |           |
| # Hispanic  |              |   |   |   |   |   |   |           |
| Amer. Indian/ Alaskan Nat. & Black/ African Amer. |              |   |   |   |   |   |   |           |
| # Hispanic  |              |   |   |   |   |   |   |           |
| Other Multi-Racial                                |              |   |   |   |   |   |   |           |
| # Hispanic  |              |   |   |   |   |   |   |           |
| Prefer Not to Answer                              |              |   |   |   |   |   |   |           |
|   |              |   |   |   |   |   |   |           |



# INCOME SURVEY RESOURCES

## CDBG Income Survey Guide

[http://www.doa.wi.gov/Documents/DOH/CDBG-CommunityDevelopment/FORMS/WI\\_CDBG\\_CommunityDevelopmentIncomeSurveyGuide.pdf](http://www.doa.wi.gov/Documents/DOH/CDBG-CommunityDevelopment/FORMS/WI_CDBG_CommunityDevelopmentIncomeSurveyGuide.pdf)

## HUD CPD Notice 14-10: Transition Policy for LMISD Updates During FY2014 for State CDBG

<http://portal.hud.gov/hudportal/documents/huddoc?id=14-10cpdn.pdf>

## HUD CPD Notice 14-013: Guidelines for Conducting Income Surveys

<https://www.hudexchange.info/resource/4103/notice-cpd-14-013-guidelines-income-surveys-lmi-persons-cdbg-activity>

## 24 CFR 570.483(b)(1)(i): Criteria for National Objectives

[http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=24:3.1.1.3.4#se24.3.570\\_1483](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=24:3.1.1.3.4#se24.3.570_1483)

QUESTIONS?

# CDBG PLANNING (CDBG-PLNG) PROGRAM

<http://doa.wi.gov/Divisions/Housing/Bureau-of-Community-Development/CDBG-PLNG-Program-Overview>

- \$820,000 available for the 2015 annual competitive application process
- Plans should:
  - “address major local economic or community development proposals or unexpected economic activities that adversely impact the community”  
*(2015 Annual Action Plan)*
- 90% of funds must benefit LMI residents
- Maximum award:
  - \$25,000 for Community-Wide Plan
  - \$15,000 for Site-Specific Plan

- **Community-Wide Plans:** Planning Grants of up to \$25,000 are available for community-wide planning and strategic development activities that:
  - emphasize collaboration among community stakeholders;
  - address economic conditions such as assisting small business and responding to plant closings;
  - identify strategies to increase access to affordable housing;
  - improve community vitality by addressing slum and physical blight; or
  - address other issues that will improve the well-being of low and moderate income individuals.
- **Site-Specific Plans:** Planning Grants can also be used to undertake the above listed planning and strategic development activities for a specific neighborhood or district within a community or to help plan for the use or reuse of a specific site, for example, the adaptive reuse of a former hospital or school building, or potential use of a parcel of land. The Department will provide grants of up to \$15,000 to fund plans and strategic development activities that are neighborhood, district, or site specific.

# CDBG-PLNG

## TIMELINE: GRANT CYCLE

*(Same as Public Facilities)*

| Application Process:                             | Target/Due Date(s):                  |                              |
|--|--------------------------------------|------------------------------|
| Applications Available                           | Tuesday                              | February 24, 2015            |
| Application Training #1                          | Wednesday                            | February 25, 2015            |
| Application Training #2                          | Wednesday                            | March 4, 2015                |
| Applications Due to DOA                          | Friday @ 4pm                         | May 22, 2015                 |
| Award Letters                                    | Week of August 7, 2015               |                              |
| Implementation Training #1                       | Wednesday & Thursday                 | September 23-24, 2015        |
| Implementation Training #2                       | Wednesday & Thursday                 | September 30-October 1, 2015 |
| Grantee Acceptance of Award                      | Friday                               | October 2, 2015              |
| Grant Agreements Drafted, Negotiated, & Executed | September 7, 2015 - January 30, 2016 |                              |

# CDBG-PLNG

## ELIGIBILITY REQUIREMENTS

- Must be eligible CDBG activity
- Must meet CDBG National Objective
- Meet 50% match from sources other than grants awarded by the federal or state government (at least 25% of the applicant's match must be local match from the Unit of General Local Government (UGLG))
- Must meet Citizen Participation requirements: Citizen Participation Plan, public hearing (providing 2-week/14-day) notice prior to the submission of a CDBG application
- UGLG must have identified a specific project that needs further planning

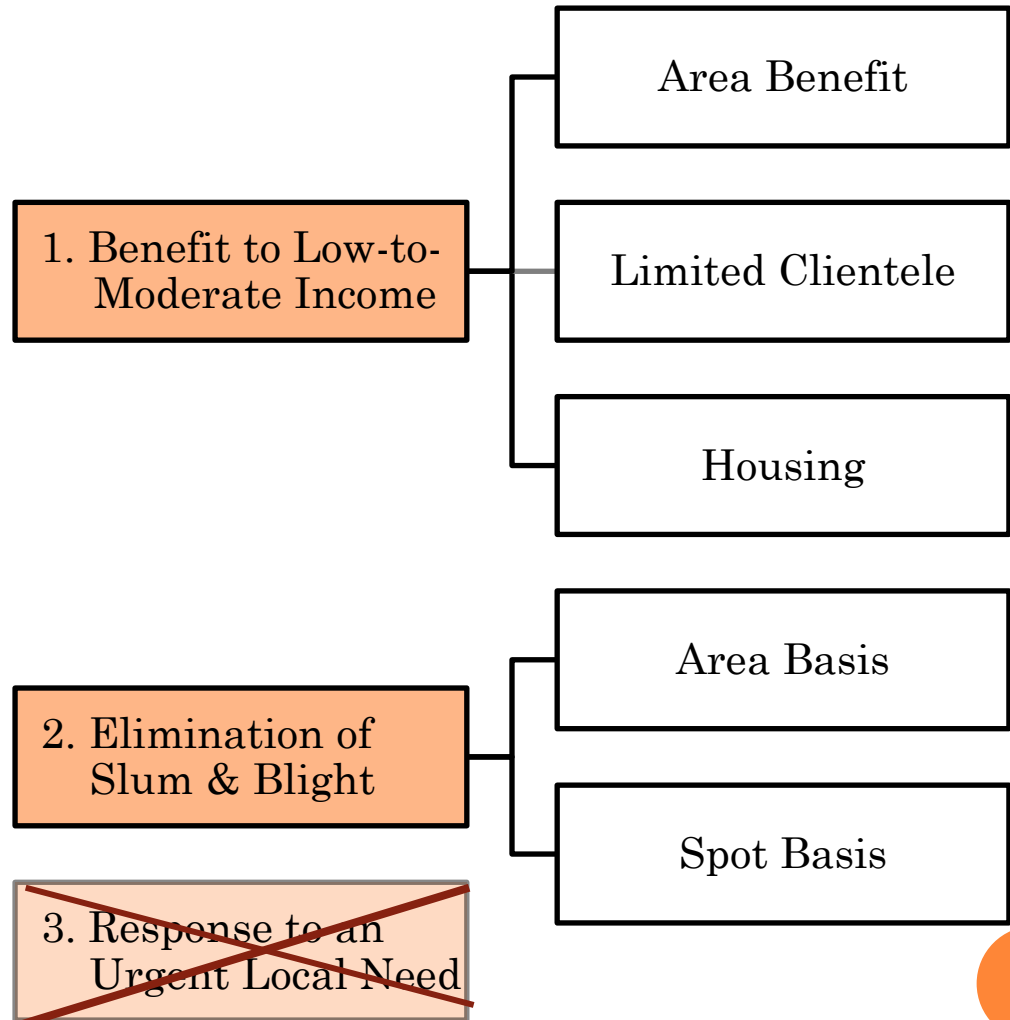
- The specific project will serve a public purpose.
- The specific planning cost estimates are reasonable (cost estimates must be reflected in the Proposed Project Budget section of the application).
- The planning for the specific project has the support of local community or economic development organizations or business groups.
- The local government has the capacity and capability to conduct the planning or commits to the retention of professional planning services.
- The planning will likely result in the implementation of the specific project being planned.



# CDBG-PLNG

## ELIGIBILITY: NATIONAL OBJECTIVE

- 90% of funds to projects benefiting LMI persons
- PLNG projects do not meet the Urgent Local Need National Objective
- The PLNG project activity must meet either the Low-to-Moderate Income (LMI) or Slum & Blight (SB) National Objective.



# CDBG-PLNG

## ELIGIBILITY: ELIGIBLE ACTIVITIES

| Examples of Eligible CDBG-PLNG Projects and Costs:  | Examples of Ineligible CDBG-PLNG Projects and Costs:   |
|---|--|
| <b>Comprehensive plans</b>  | Engineering, architectural, and design costs related to a specific activity  |
| <b>Individual project plans</b>   | Direct development of a CDBG application   |
| <b>Community development plans</b>  | Other costs of implementing plans  |
| <b>Capital improvement programs</b>   | Operating costs for an organization  |
| <b>Small area and neighborhood plans</b>  | Construction or any other non-professional services  |
| <b>Local analyses of impediments to fair housing</b>  | Any otherwise eligible planning project costs incurred prior to the date of announcement of grant award by the DOH |
| <b>Downtown Revitalization Plans</b>  |  |
| <b>Functional plans (such as plans for housing, land use, energy conservation, or economic development)</b> |  |
| <b>Environmental and historic preservation studies</b>  |  |

- Procurement requirements apply
  - Free and open competition
  - Request for Proposals (RFP) process
  - Outreach to MBE/WBE and Section 3 firms
  - Use of Regional Planning Commissions for professional services does not require competitive procurement – exception allowed for RPCs as quasi-governmental organizations
- Refer to the CDBG Implementation Handbook on Division of Housing Bureau of Community Development website for further guidance

<http://www.doa.wi.gov/Divisions/Housing/Bureau-of-Community-Development/CDBG-PF-Program-Overview/#handbook>

## Scoring Criteria:

- 0-50 points, based on Part 5- *Project Need* section of application.
- Applications will be awarded funding based on an applicant's score (0-50 points) and ability to meet the minimum program requirements until 2015 Planning funds have been exhausted.
- **Projects that meet the National Objective of Benefiting Low- to Moderate-Income Persons will be given priority in the scoring process.**

- Part 1 – Grant Request
  - Applicant's Non-Local Match
  - Project Title
  - Brief Project Description
  
- Part 2 – Applicant Information
  - Application Contact Person
  - Previous CDBG Assistance

## APPLICATION FORM

### PART 3 – INITIAL ELIGIBILITY

| PART 3 - INITIAL ELIGIBILITY  |   |
|---|---|
| Provide or acknowledge the following to demonstrate initial application eligibility:  |   |
| <b>Yes</b>  | <b>No</b>   |
| <input type="checkbox"/>  | <input type="checkbox"/> 1. Acknowledge that the applicant is a non-entitlement community that does not receive CDBG funds directly from the Department of Housing and Urban Development (HUD).   |
| <input type="checkbox"/>  | <input type="checkbox"/> 2. Applicant's Citizen Participation Plan is attached.   |
| <input type="checkbox"/>  | <input type="checkbox"/> 3. Documentation of the first public hearing notice published in the newspaper, verifying that the public was given a minimum of 2 weeks (14 days) advance notice of the public hearing, is attached.                                    |
| <input type="checkbox"/>  | <input type="checkbox"/> 4. Public hearing meeting minutes or Citizen Participation Public Hearing Certification is attached.   |
| <input type="checkbox"/>  | <input type="checkbox"/> 5. Public hearing sign-in sheet(s) is attached.  |
| <input type="checkbox"/>  | <input type="checkbox"/> 6. Applicant's authorizing resolution is attached.   |
| <input type="checkbox"/>  | <input type="checkbox"/> 7. Statement of Assurances is attached.  |
| <input type="checkbox"/>  | <input type="checkbox"/> 8. Lobbying Certification is attached.   |
| <input type="checkbox"/>  | <input type="checkbox"/> 9. Potential Fair Housing Actions are attached.  |
| <input type="checkbox"/>  | <input type="checkbox"/> 10. Acknowledge that if the applicant's project is funded, the applicant will be required to obtain an Environmental Clearance letter <b>before</b> the unit of general local government can receive grant funds.                        |
| <input type="checkbox"/>  | <input type="checkbox"/> 11. If this project is funded, I/we acknowledge that the use of consultants to assist in the preparation of a CDBG-funded plan or planning activity will be properly procured in compliance with Federal, State, and local requirements. |
| <input type="checkbox"/>  | <input type="checkbox"/> 12. Applicant certifies it is <b>not</b> on the federal debarment list (found at: <a href="http://www.sam.gov">www.sam.gov</a> )   |
| <p>_____ <b>By initialing, the Chief Elected Official (CEO) certifies that the eligibility information noted above is complete and accurate.</b></p>        |   |
| <p><i>Briefly describe your process for procuring a consultant and explain how it complies with Federal, State, and local procurement requirements:</i></p> |   |
| <p><b>Contact the Bureau of Community Development if any answer in this section is "No."</b></p>  |   |

# APPLICATION FORM

## PART 4 – NATIONAL OBJECTIVE

**PART 4 - CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES**

Will the proposed project benefit the entire community?

☐ Yes

☐ No: How many individuals will benefit from the project?

Of those who will benefit, how many individuals meet the qualification of LMI?

1. Which CDBG National Objective does your proposed project meet? (Answer using the checkboxes below.)
2. What method was used to demonstrate National Objective compliance?

☐ Benefit to Low- and Moderate-Income Persons

☐ Area Benefit using Census Data (Attach Census Tract/Block Data Summary for area coinciding with project service area)

☐ Area Benefit using Survey Data (Attach Complete Survey Documentation)

☐ Limited Clientele - HUD presumed group:   
(or if based on nature of project and location, provide justification below)

☐ Prevention/Elimination of Slum and Blight

☐ Area Basis (Attach completed Slum and Blight Certification Form & supporting documentation)

☐ Spot Basis (Attach completed Slum and Blight Certification Form)

Briefly summarize why the implementation of the plan would meet the selected National Objective and how it would qualify. Attach relevant supporting documentation as necessary

### **PART 5 – PROJECT NEED (0-50 Points)**

#### NARRATIVE RESPONSE I (0-25 points)

1. Provide a written narrative (no more than ½ page, single spaced, using 12 point font) describing why the proposed plan is needed. Address the following, as appropriate:
  - community distress factors that will be addressed by the plan;
  - evidence of support for the plan by community stakeholders;
  - how the plan is consistent with goals and objectives of recently completed community or economic development plans or initiatives;
  - any other relevant factors.



## PART 5 – PROJECT NEED (continued)

### NARRATIVE RESPONSE II (0-25 points)

2. Provide a written narrative (no more than ½ page, single spaced using 12 point font) describing the intended outcome of the proposed planning project. Address the following, as appropriate:
- how the receipt of planning grant funds will have a positive impact on the applicant community;
  - what steps will be taken following the conclusion of the planning activity (additional grant funds sought, implementation, construction, etc.);
  - the community's capacity and readiness to implement the specific project being planned (financial capacity, organizational and staff availability, anticipated timelines, or any other relevant factors).

# CDBG-PLNG

## APPLICATION FORM: PART 6 – MATCH FUNDING

| PART 6 – COMMITMENT OF MATCHING FUNDS   |            |                          |                    |               |       |
|---|------------|--------------------------|--------------------|---------------|-------|
| Amount of Local Matching Funds Committed to Project:<br>(This is the amount of Applicant Funds on the Proposed Project Budget below)  |            |                          |                    |               | \$    |
| If the Local Matching Funds amount is less than 25% of the Total Project Cost, has a waiver request from the UGLG's CEO been attached to the application? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |            |                          |                    |               |       |
| Funding Source for Local Funds Committed to Project:<br><input type="checkbox"/> General Obligation (G.O.) Debt<br><input type="checkbox"/> Other (briefly explain): _____<br>_____   |            |                          |                    |               |       |
| <b>PROPOSED PROJECT BUDGET</b><br><i>Attach documentation of financial commitments and supporting information to confirm the validity and reasonableness of budgeted costs.</i>   |            |                          |                    |               |       |
|   |            | Source of Matching Funds |                    |               |       |
| Activity  | CDBG Funds | Applicant                | Other Public Funds | Private Funds | Total |
| Planning  |            |                          |                    |               |       |
| Other (describe)  |            |                          |                    |               |       |
|   |            |                          |                    |               |       |
|   |            |                          |                    |               |       |
| Subtotal  |            |                          |                    |               |       |

In addition to Applicant Match Funds, summarize the other Public and Private sources of project funding:

Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Status: Pending ☐ Committed ☐

Signed Commitment Documents Included? ☐ Yes ☐ No

Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Status: Pending ☐ Committed ☐

Signed Commitment Documents Included? ☐ Yes ☐ No

Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Status: Pending ☐ Committed ☐

Signed Commitment Documents Included? ☐ Yes ☐ No

**\*\*\*An application that is awarded CDBG-PLNG funds does NOT guarantee the UGLG additional CDBG funding for project implementation at a later date\*\*\***

## APPLICATION FORM: PART 7 – PLANNING & COLLABORATION

### PART 7 – PLANNING AND COLLABORATION

Does the Applicant have an adopted Comprehensive Plan, Community Redevelopment Plan, or other long-range plan?

☐ Yes:

Date the Plan was adopted or most recently revised: \_\_\_\_\_

*Briefly explain, within the space provided, how this project is consistent with the goals and objectives of the Plan and attach a copy of the applicable sections of the Plan.*

☐ No

## APPLICATION FORM: PART 7 – PLANNING & COLLABORATION (CONTINUED)

Will the proposed project occur in conjunction with other planned public improvement, housing, or economic development projects?

☐ Yes:

*Briefly explain, within the space provided, how this project fits within or supports another planned public improvement, housing, and/or economic development project. Include efficiencies, cost savings, and desirable effects that will be realized by completing these projects simultaneously.*

☐ No

- Planning and Collaboration
  - Consistency with other community-wide plans
  - Project will occur in conjunction with other planned public improvement, housing, and/or economic development projects
- Formal adoption of the Plan by local governing body
- Compliance with all federal regulations referred to in application, attachments, and implementation training

## ○ Application Attachments and Supporting Documentation Checklist

| APPLICATION ATTACHMENTS & SUPPORTING DOCUMENTATION CHECKLIST   |  |                             |
|--|--|-----------------------------|
| Documents  | Has the attachment or supporting documentation been Included with this Application submission? |                             |
| 1. Authorizing Resolution <i>(for Application Submission)</i>  | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 2. Adopting Resolution of the Citizen Participation Plan   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 3. Newly Adopted Citizen Participation Plan (CPP) <i>(See Part 3-Initial Eligibility, pg. 10-11)</i>         | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 4. A copy of the Citizen Participation Public Hearing Notice <i>(proof of minimum 14-day advance notice)</i> | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 5. Citizen Participation Public Hearing Certification Form   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 6. Public Hearing Sign-In Sheet or Meeting Minutes   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 7. Adopting Resolution of the Fair Housing Ordinance   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 8. A copy of the Fair Housing Ordinance  | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 9. Map of Service Area   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 10. Map of Income Survey Area <i>(if applicable)</i>   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 11. Income Survey Tabulation Sheet   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 12. Copy of Income Survey Form used and related correspondence sent with survey <i>(if applicable)</i>       | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 13. Demographic Profile Sheet from Income Survey or for LMC population                                       | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 14. Slum and Blight Certification <i>(if applicable)</i>   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| 15. Slum and Blight supporting documentation <i>(area basis only)</i>  | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |

## Application Attachments and Supporting Documentation Checklist

|  |                              |                             |
|--|------------------------------|-----------------------------|
| <b>16. Project Budget</b>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>17. Proof of Local Match Commitments</b> <i>(i.e. copies of the signed award letters, signed loan paperwork, resolutions committing funds, and bank account statements)</i> |                              |                             |
| <b>18. Request for Waiver of match funds requirement</b> <i>(if applicable)</i>  |                              |                             |
| <b>19. Planning &amp; Collaboration supporting documentation</b> <i>(e.g. adopted comprehensive plan, community redevelopment plan, etc.)</i>                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>20. Statement of Assurances</b>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>21. A copy of the Relocation Plan/Anti-Displacement Plan</b>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>22. Lobbying Certification</b>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>23. A copy of the Non-Violent Demonstration Policy</b>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>24. A copy of the Excessive Use of Force Policy</b>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>25. Fair Housing Actions</b> <i>(Specifying the three (3) actions that the local community will undertake)</i>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>26. Certification applicant is not on the federal debarment list</b> <i>(www.sam.gov)</i>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



QUESTIONS?

Thank you for your time and participation.

Please direct any questions you may have concerning the application process to the following email address:

**DOACDBG@Wisconsin.gov**

# RELEVANT WEBSITE LINKS

**DOA – Division of Housing, Bureau of Community Development:**

<http://www.doa.state.wi.us/Divisions/Housing/Bureau-of-Community-Development>

**HUD guidance on CDBG National Objectives and Eligible Activities:**

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/community\\_development/library/stateguide](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/community_development/library/stateguide)

**HUD information on cost and price analysis:**

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/cpo/grantees/cstprice#who](http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantees/cstprice#who)

**State procurement guidance/VendorNet:**

<http://vendornet.state.wi.us/vendornet/procman/index.asp>

**Census Bureau Data:**

<http://quickfacts.census.gov/qfd/states/55000.html>

<http://quickfacts.census.gov/cgi-bin/qfd/demolink?55>

# RELEVANT WEBSITE LINKS (CONTINUED)

## **Department of Revenue Town, Village and City Taxes Bulletin 2013**

<http://www.revenue.wi.gov/pubs/slf/tvc13.pdf>

## **Income Survey**

[http://www.doa.wi.gov/Documents/DOH/CDBG-CommunityDevelopment/FORMS/WI\\_CDBG\\_CommunityDevelopmentIncomeSurveyGuide.pdf](http://www.doa.wi.gov/Documents/DOH/CDBG-CommunityDevelopment/FORMS/WI_CDBG_CommunityDevelopmentIncomeSurveyGuide.pdf)

<http://portal.hud.gov/hudportal/documents/huddoc?id=14-10cpdn.pdf>

<https://www.hudexchange.info/resource/4103/notice-cpd-14-013-guidelines-income-surveys-lmi-persons-cdbg-activity>

[http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=24:3.1.1.3.4#se24.3.570\\_1483](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=24:3.1.1.3.4#se24.3.570_1483)